

# WEST FARLEIGH PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> MARCH 2019 AT THE GOOD INTENT, WEST FARLEIGH

**PRESENT:** Cllr B Scott (Chairman), Cllrs M Merritt, J Morgan, H Swan, Borough Cllr R Webb and Mrs A Broadhurst, Clerk

**IN ATTENDANCE:** Eight parishioners were present.

Cllr Scott requested, if anyone intended to record the meeting, that they inform the Parish Council.

### Public Discussion:

A resident commented on the fantastic Lambing Day event, which had been held on the previous day. She offered thanks to the Parish Council but added a special mention to Cllr Martin and his family for welcoming everyone to their farm. Cllr Scott reported that the day had been a success and, although the final sum is yet to be confirmed, a large amount of money was raised. Cllr Scott added that he will give a full breakdown at the next meeting in May.

Thanks were offered to Tim Knowles who had litter picked the surrounding roads ahead of the event and Councillors added thanks for the other volunteering work he completes around the village.

There was discussion regarding the kind offer that Tim had made to carry out maintenance to the benches and information boards around the village. After discussion it was agreed that a clear Sadolin should be used, so that the benches keep their natural colour. The Clerk was asked to confirm this in an email. Cllr Scott asked that Mr Knowles inform the Parish Council of the cost of this work so that payment could be arranged at the next meeting. **ACTION: Clerk**

Following the discussion at previous meetings, regarding the state of the kerbs and pavements in Charlton Lane, a resident had kindly volunteered to clear the area for the Parish Council. On behalf of the Parish Council, Cllr Scott thanked the resident for his hard work.

### 1. **APOLOGIES**

Cllr G Martin, Cllr M Moy, Borough Cllr Lottie Parfitt-Reid, Community Warden Adam McKinley

### 2. **COUNCILLOR DECLARATIONS**

Cllr H Swan declared an interest in Agenda Item 8.8 (Donations for 2018/2019).

### 3. **MINUTES of the Meeting held on 21<sup>st</sup> January 2019**

The Minutes of the meeting had been previously distributed and Cllr Swan proposed that the minutes were a true record. This was seconded by Cllr Morgan, with all in favour. The Chairman signed off the official copy.

### 4. **POLICE MATTERS**

The Clerk read out an email from the Community Warden.

The Clerk then reported that there have been several thefts and attempted thefts in surrounding villages. More recently a building had been broken into in Church Lane and an attempted break in in St Helen's Lane. It was confirmed that the crime in Church Lane had been at the Cricket Club.

The issues with the car parked in the lay-by on Lower Road was discussed and yellow lines at the entrance were thought to be a practical solution. Borough Cllr Webb gave the details of who to contact at MBC. **ACTION: Clerk**

Cllr Merritt also offered to discuss this issue with Rookery Estates. **ACTION: Cllr Merritt**

### 5. **HIGHWAYS AND FOOTPATH MATTERS**

#### 5.1 **Highways Issues in West Farleigh**

Cllr Scott and the Clerk reported that Cllr Martin had given an update on the recently completed drainage works on Smiths Hill. The road had been closed on two separate days and major work was completed including using root cutters in the drains. Since the work has been completed there has been heavy rainfall but no subsequent flooding. Alan Caryl, a member of the Drainage Team, is to ask another department to investigate raising some of the kerb stones close to the residential properties to stop any future flooding issues for them. Cllr Martin has asked whether a letter of thanks can be sent to Mr Caryl, who was on site both days, to thank him for his hard work and assistance to resolve the flooding issue. All Councillors agreed that a letter should be sent. **ACTION: Clerk**

Cllr Swan raised the issue of potholes on Kettle Lane and asked whether these could be reported to Kent Highways. She added that, the road does not need to be resurfaced, but KHS can usually put shaving in them as it is impossible to see how deep they are once it has rained, which is very dangerous. The Clerk informed Cllr Swan that a map would be required of exactly where the potholes are for them to be plotted on the KHS portal. Cllr Swan offered to arrange this. **ACTION: Cllr Swan & Clerk**

Borough Cllr Webb reported that the Lower Road improvements in East Farleigh are to commence imminently, with the road being closed between 7.00pm and 7.00am.

There was then general discussion relating to the Coxheath highway restrictions, that need to be looked at.

## 5.2 Teston Bridge

There were several action points, following discussion at the last meeting:

- To contact East Farleigh Parish Council do discuss whether making both bridges one way: East Farleigh Parish Council had investigated this possibility but was ruled impractical, due to the length of the detour.
- To investigate high level mirrors both sides of the bridge: This has been put through to Kent Highways and Jennie Watson had been in contact to say that KHS wouldn't usually fit mirrors for this type of issue and asked that this be added to the village Highways Improvement Plan.
- To discuss the issues with English Heritage: English Heritage has forwarded the Clerk's email to Historic England South East and they in turn have contacted their Inspector of Ancient Monuments, who will be in touch in due course.

## 5.3 Speedwatch/Speed Indicator Devices

Following the last meeting the Clerk contacted the Traffic Scheme's Team to request an early morning meeting to look at the possible position for the Vehicle Activated Sign (VAS). On further discussion with Jennie Watson, she has said that these signs would be a last attempt to resolve issues in the area. The Clerk had explained that the Parish Council was not happy spending money on a speed survey if Kent Highways were then not prepared to assist with remedial work. Ms Watson asked that the Parish Council submit a Village Improvements Plan form so that the relevant teams can investigate the issues. This has been submitted but it is hoped that an update will be received in the next couple of months.

## 6. RESOURCES AND ENVIRONMENTAL MATTERS

### 6.1 West Farleigh Community Centre

Cllr Scott reported that a meeting has now been held with representatives from the Sports Club and a pre-application advice meeting is being sought from MBC, at a cost of £300.00. Cllr Scott added that he still hasn't had confirmation from the Planning Department as to when this meeting can take place, but the Sports Club have given him plans to be able to take with him. Borough Cllr Webb offered to speak to the Planning Department. **ACTION: Borough Cllr Webb**

Cllr Scott added that the Clerk has been in contact with KALC to discuss the current situation and the possibility of submitting a loan application to the Public Works Loan Board. KALC have suggested that the Parish Council seek legal advice before progressing with an application and they offered the name of the solicitor that they use. The Clerk has contacted the solicitor, who has offered to look at the documents and may also be able to help with a lease moving forward. The initial cost for looking at the documents would be £500.00. It was proposed by Cllr Scott that the solicitor be employed, if required. This was seconded by Cllr Merritt, with all in favour.

### 6.2 Work Required on the Village Green

Cllr Merritt reported on damage that had recently been caused to posts on the green. Since then 5 have been reinstated by a third party but there are still several on the lower green that need replacing. Cllr Merritt has started work on the sign post and the 2 bylaw signs are ready to be installed, as soon as the weather improves. The Good Intent have given permission for one of the signs to be placed on their post and the other will be installed near the play area.

### 6.3 Playground Annual Inspection

The Clerk reported that the annual playground inspection has been completed and a couple of issues were flagged up. She reminded all Councillors that the report had been circulated before the meeting. A Company has been contacted to ask them to quote for the work required:

- Replace the buffer on the gate - £65.00 (+ vat)
- Repair to the flooring - £173.75 (+ vat)

The Clerk informed all present that there was an additional item which may prove to be more involved. There may be some internal corrosion at the top end fixings on the swings and the Inspector has asked that this be investigated further. The Company has offered two alternatives for remedial work:

1. To investigate further at a cost of £120.00 (+ vat)
2. To prepare and repaint the equipment (play area would need to be closed whilst this is completed) - £1,256.25 (+ vat)

The Clerk reminded Councillors that the Parish Council has been extremely fortunate with having to complete minimal repairs to the play equipment and that, in the long term the swings should be repainted. However, she added that she would recommend that the Parish Council approves spending the additional £120 first to make sure that this is just a surface issue and not something that could cause problems in the future. Cllr Merritt reported that he had originally fitted the buffer to the gate and offered to replace this, as £65.00 seemed quite expensive. All Councillors were in agreement.

**ACTION: Cllr Merritt**

There was then brief discussion regarding the flooring and all Councillors agreed that this should be repaired. Councillors also requested that the swings be investigated further with a full report being supplied. **ACTION: Clerk**

Cllr Merritt commented that the spring on the gate cannot be adjusted to alter the speed of closure. He also added that there are trees that require cutting back and Councillors could complete this, as it is only minor work. **ACTION: Cllrs**

#### **6.4 Lambing Day**

Cllr Scott reminded all present that this event had been discussed at the beginning of the meeting.

The sign for Lambing Day was briefly discussed and Cllr Merritt reported that Hadlum Printers (who made the sign) can add a small pocket for printed numbers so that the date of the event can easily be altered. Cllr Merritt offered to speak to Hadlums further about doing this. All Councillors agreed that this should be completed now so that it was ready for use next year. **ACTION: Cllr Merritt**

#### **6.5 Requested Meeting with the Kent Crime Commissioner**

Following the last meeting the Clerk had contacted Mr Scott's office to arrange a further meeting. Unfortunately, he has stated that, if the Parish Council want to discuss the items previously raised, we would need to speak with the local Community Safety Team and, if it is to discuss any new items, he would happily come to a coffee morning – although he is currently booking for May/June time. With this in mind, the Clerk asked whether Councillors could decide the next couple of coffee morning dates so that she can forward them to his PA. After brief discussion Saturday 15<sup>th</sup> June was suggested as a possible date for Mr Scott to meet with residents of the Parish. **ACTION: Clerk**

#### **6.6 Annual Parish Meeting**

The Clerk reminded all present that the usual May Parish Council meeting commences at 6.30pm but in recent years there has been a gap between both meetings. The Clerk asked whether Councillors would prefer to start this meeting at 7.00pm to save the waiting around until 8.00pm. All Councillors were in agreement with this. The Clerk then asked whether Councillors wished to arrange refreshments and Councillors agreed that £40.00 should be ordered from The Good Intent. The Clerk reported that she will shortly be requesting articles for the booklet and stated that she would ask the Tree Warden and West Farleigh in Bloom to see whether they would like to include an article. **ACTION: Clerk**

### **7 MATTERS OF REPORT**

#### **7.1 County Councillor Report**

No report was received.

#### **7.2 Borough Councillor Reports**

Borough Cllr Webb reported on an enforcement issue in the village and it was confirmed that the Parish Council are supportive of the resident. Cllr Webb is to have further discussions with the Enforcement Officer. The Heath Road medical centre was mentioned and it was noted that there are lots of issues to be resolved. Cllr Webb reported that he is up for election in May and will still attend the Annual Parish Meeting, whatever the outcome. A resident thanked Cllr Webb for all his support with Speedwatch.

#### **7.3 Individual Councillor's Reports**

Cllr Swan asked whether the Oak tree on the green could be raised slightly and Cllr Merritt offered to have a look.

**ACTION: Cllr Merritt**

#### **7.4 Clerk's Reports**

- Kent Men of the Trees Annual Tree Competition – The Clerk asked Councillors if they wish for the Village to be included in the Annual Tree competition this year. Cllr Merritt suggested that this be discussed with the Tree Warden to see if he feels ready to enter this year. **ACTION: Clerk**
- MBC Call for Sites – The Clerk reported that an early step for the Local Plan Review is to complete a Call for Sites exercise. This is an open request for information about land and sites which could potentially be developed in the future. It is mainly aimed at landowners, developers and their agents but is open to anyone who wants to submit a site. This call is currently live and the deadline for submission is the 24<sup>th</sup> May.

### **8. FINANCE**

#### **8.1 Budget Monitoring**

The Budget Monitoring Report to 28<sup>th</sup> February 2019 was **Noted**.

#### **8.2 Income received since the last meeting**

No income since the last meeting.

### 8.3 Cheques/Payments for approval

It was proposed by Cllr Morgan, seconded by Cllr Merritt "that the Council approve the following payments".

101233 – Mrs A Broadhurst – March Salary	£697.45
101234 – Mrs A Broadhurst – Expenses (mileage, cartridges, signs)	£232.31
101235 – CPRE – Annual Subscription	£ 36.00
101236 - Craigdene Ltd – Playground Annual Inspection	£125.00
101237 – ACRK – Annual Subscription	£ 52.00
101238 – Mr B Scott – Expenses (MBC invoice for pre-planning advice)	£300.00
101239 - West Farleigh Evergreens – Donation	TBC
101240 – All Saints Church – Donation	TBC
101241 - Mrs A Broadhurst – April Salary (post-dated)	£680.00

#### Direct Debits:

People's Pension – Monthly Payment (March)	£ 52.00
People's Pension – Monthly Payment (April)	£ 55.00

#### Telephone Bank Transfers:

(April) HMRC – PAYE (January - March)	£622.49
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### 8.4 Reviewed Standing Orders – To approve

Cllr Scott proposed that the reviewed Standing Orders be approved. This was seconded by Cllr Merritt; with all in favour.

### 8.5 Reviewed Financial Regulations – To approve

Cllr Scott proposed that the reviewed Financial Regulations be approved. This was seconded by Cllr Merritt, with all in favour.

### 8.6 Reviewed Risk Assessments – To approve

Cllr Scott proposed that the reviewed Risk Assessments be approved. This was seconded by Cllr Merritt, with all in favour.

### 8.7 Reviewed Internal Control Statement 2018/2019 – To approve

Cllr Scott proposed that the reviewed Internal Control Statement for 2018/2019 be approved. This was seconded by Cllr Merritt, with all in favour.

### 8.8 Donations for 2018/2019 – To discuss and approve

The Clerk reported that three requests had been received for this year:

1. The Church has asked for a donation towards the ground's maintenance in the churchyard
2. The Evergreens has requested some financial support to ensure that they can continue to offer a full programme of events.
3. Yalding Parish Council have submitted a request for a donation towards their play scheme, although no children attended from the village last year.

It was noted that, last year, the Parish Council chose to make the following donations:

The Evergreens	£600.00
All Saints Church	£300.00
The Farleighs WI	£250.00

The Clerk reminded all present that £1,250 had been set aside in the budget for grants and West Farleigh in Bloom had recently been given £220. After brief discussion, Councillors agreed that they would prefer to support groups within the village. Cllr Merritt then proposed the following donations and they were seconded by Cllr Scott, with 3 in favour and 1 abstention.

West Farleigh Evergreens	£750.00 – cheque no. 101239
All Saints Church	£350.00 – cheque no. 101240

### 8.9 Renewal of Annual Subscription to CPRE – To approve

The Clerk reported that the annual subscription for CPRE (Campaign to Protect Rural England) is due for renewal at a cost of £36.00. Cllr Swan proposed that the subscription be renewed. This was seconded by Cllr Merritt, with all in favour.

**8.10 Subscription to Action for Communities in Rural Kent (ACRK) – To approve**

The Clerk reported that, as the Parish Council is at the point that we are going to be progressing with the meeting room, we may need advice from Jenny Bradbury at ACRK, who is their hall advisor. The cost of annual subscription is £52.00 and Cllr Scott proposed that this subscription be approved. This was seconded by Cllr Merritt, with all in favour.

**9. PLANNING MATTERS**

**9.1 Any planning applications received before the meeting**

No applications had been received for discussion.

**9.2 Planning Decisions**

**9.2.1 Applications Approved by MBC**

18/506259/FULL - Court Lodge Park, Lower Road

Demolition of existing WC, laundry room and rear sun room. Erection of single storey rear extension and replacement side extension and rear raised patio and steps, including roof alterations and changes to fenestration and internal layout

**9.2.2 Applications Refused by MBC**

18/506286/FULL – Orchard Gate, Lower Road

Loft conversion with new roof windows and dormer to create a new bedroom and en-suite space. Hipped roof replaced with gable end

18/506575/FULL - Court Lodge Park, Lower Road

Provision of ancillary residential accommodation for residents of Court Lodge and the Cow House to provide a study and a reading area; a gym, sauna and shower/changing area, a spa room and a relaxation room within the existing stables building

18/506576/LBC - Court Lodge Park, Lower Road

Listed Building application for the provision of ancillary residential accommodation for residents of Court Lodge and the Cow House to provide a study and a reading area; a gym, sauna and shower/changing area, a spa room and a relaxation room within the existing stables building

**10. DATE OF NEXT MEETING**

The next full Council meeting will be held on **Monday 20<sup>th</sup> May 2019** at 7.00pm at The Good Intent, followed by the **Annual Parish Meeting at 8.00pm.**

*With no further matters to discuss, the meeting was closed at 9.15pm*